

MILLTHORPE SCHOOL



Minutes of the Meeting of the Board of Governors Held at the School on Wednesday 9th July 2014 at 6.00pm

Present:

Mr Trevor Burton (Headteacher)	Mr Bob Sydes (Chair)
Ms Helen Ainsworth	Ms Nicola Mitchell
Mrs Sarah Barbacane	Cllr. Dave Merrett
Mr Don Henson	Mr Tim Moat
Mr Tim Hooper	Mr Martyn Pysanczyn
Ms Jenny Kent	Mr Bill Schofield
Mrs Gillian Markland-Zuiderwijk	Ms Helen Thomas

In Attendance:

Mr Scott Butterworth (Deputy Headteacher)
Mrs Anna Cornhill (Headteacher, Scarcroft Primary School)
Miss Amy White (Clerk)

		Action										
1	<p>Apologies, Welcome & Introductions, Declaration of Interests</p> <p>The Chair welcomed everyone to the meeting and noted apologies for absence from Naomi Heaton, Eileen Roberts and Richard Newton. There were no declarations of interest.</p> <p>The Chair welcomed Gillian Markland-Zuiderwijk (new Parent Governor) and Anna Cornhill (Headteacher at Scarcroft Primary School). Round the table introductions took place.</p> <p>Regarding the parent governor election, the Chair reported that two parents had stood for the vacancy and Gillian had been successful. The unsuccessful parent, Katie Hurrell, was very keen to join the governing body and would be willing to join as a Community Governor.</p> <ul style="list-style-type: none"> ▪ The Chair proposed the appointment and governors unanimously agreed to appoint Katie Hurrell as a Community Governor from 1st September 2014. <p>The Chair reported that there was a second vacancy for a community governor and he had received an application from the Governor Support and Development Service for prospective governor, Jane Terrett. The Chair highlighted that Jane was a former teacher and her application had been positive. The Headteacher and Chair would be meeting Jane the following week and – subject to Jane accepting the position – the Chair proposed appointing her to the final community governor vacancy.</p> <ul style="list-style-type: none"> ▪ Governors unanimously appointed Jane Terrett as a Community Governor from 1st September 2014. <p>The Headteacher highlighted that there was one remaining vacancy on the governing body for a Staff Governor and an election would be arranged in September.</p>											
2	<p>Minutes of the meeting held on 27th March 2014 <i>(previously distributed)</i></p> <p>2.1) Corrections and Agreement</p> <p>The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> <p>2.2) Action Plan and Matters Arising</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Amend FGB minutes from 12th December as agreed and send to Chair for signing.</td> <td style="width: 50%;">Completed: The Chair signed the minutes</td> </tr> <tr> <td>Carry Forward: The Executive Committee to discuss specific support role for Glyn Jones</td> <td>It was agreed that this would be examined next term in light of the governing body constitutional changes</td> </tr> <tr> <td>Speak to Governance Service to arrange support for governor Ofsted session</td> <td>Completed</td> </tr> <tr> <td>Arrange the governor Ofsted session</td> <td>Completed</td> </tr> <tr> <td>Meet Alex Collins to discuss ideas and</td> <td>Completed</td> </tr> </table>	Amend FGB minutes from 12 th December as agreed and send to Chair for signing.	Completed: The Chair signed the minutes	Carry Forward: The Executive Committee to discuss specific support role for Glyn Jones	It was agreed that this would be examined next term in light of the governing body constitutional changes	Speak to Governance Service to arrange support for governor Ofsted session	Completed	Arrange the governor Ofsted session	Completed	Meet Alex Collins to discuss ideas and	Completed	
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opportunities for Tour de France		Action
Circulate DBS forms to all parent and community governors	Carry Forward	
Write a letter to All Saints' Governing Body regarding Sixth Form Admissions Policy	Completed: the Headteacher outlined the concerns with the Policy and the letter that had been sent to All Saints' Governing Body. The result of the letter was positive as the Policy was amended.	
Amend SP5b by removing reference to Communication Link Governor	Completed	
Circulate Quality and Curriculum Minutes	Completed	
<p>The Chair highlighted that Item 11: Training Report was an item for action and proposed taking this after Item 6. Governors agreed to move the item.</p>		

Items for Action

3	<p>Headteacher's Report (<i>previously distributed</i>) Governors confirmed that they had received the Headteacher's Report earlier that day and the Headteacher apologised for the late circulation, explaining that there had been issues with the system that produced attendance data.</p> <p>From his report, the Headteacher highlighted the following:</p> <p><u>Admissions</u> There had been an increase in pupil numbers, including an influx of students with English as an additional language (EAL). The LA's Traveller and Ethnic Minority Service would not be available from September 2014 but the school had secured the services of a TA currently working for the TEM service.</p> <p><u>Student Progress</u> The Quality and Curriculum Committee monitored student progress and achievement data in detail for all subjects. The current picture was positive and the full analysis of data would be available for September.</p> <p>The Headteacher highlighted that there would be challenges in the coming years regarding assessing without levels. The school would continue to use levels in 2014/15 while considering and agreeing the approach for 2015/16.</p> <p>Considering Year 11, the Headteacher said that he was delighted with the students' approach to revision and how hard they had worked. The Headteacher explained that Y11 had been re-timetabled so they had revisions sessions for all subjects as close to the relevant exam as possible. There had also been additional revision sessions for Maths and English. An analysis of early entry exams would be discussed at committee level in the autumn term.</p> <p><u>Behaviour</u> Governors noted the positive behaviour data, which showed a decline in the number of exclusions and isolations over the last few years with no exclusions in Y8 in 2013/14. The Headteacher highlighted that there had been an increase in the number of Y10 exclusions and this cohort was likely to see some Y11 exclusions. Governors noted that the reduction in detentions and isolations following the implementation and embedding of new systems. The Headteacher reported that the next step for behaviour was to promote positive attitudes to learning.</p> <p><u>Attendance</u> The Headteacher highlighted that the total attendance for Y11 was to 9th May 2014 when study leave started. Scott Butterworth (DHT) reported that the school had not issued any fines for absence and there had been a significant reduction in persistent absentee figures. This had been supported by increasing capacity within teams and intelligent approaches to overcome barriers. It was agreed that Scott would produce a Behaviour and Attendance Report for the autumn term meeting.</p> <p>Don Henson, Link Governor for Pupil Premium, highlighted that the attendance of vulnerable students had improved at an increased rate.</p>	Agenda
		Agenda

	<p>The Headteacher clarified that the lateness figures referred to registration and not lessons. There continued to be lateness to lessons but this was being addressed.</p> <p><u>Staffing</u> Governors noted that nine new members of the teaching staff had been appointed and, compared to a staff group of approximately 70 members; it was felt that this was significant. The Headteacher said that there would be support in place for the new members of staff. A governor asked if any newly qualified teachers (NQTs) had been appointed. The Headteacher answered that three NQTs had been appointed but there was a broad mix of experience.</p> <p>The Headteacher highlighted that the Finance and Staffing Committee had received and approved a proposal to change the TLR (Teaching and Learning Responsibility) structure in the Modern Foreign Languages (MFL) department. The change in structure would be positive for the department and meet their needs. It would also bring the rate of pay in-line with other leadership roles.</p> <p>A governor asked if the staffing budget was comparable to the 2013/14 budget. The Headteacher answered that it was marginally less as the total staffing hours had reduced slightly. The Headteacher informed governors that where there had been an opportunity to appoint experience and skill, this had been done despite cost.</p> <p>Governors noted the key figures from the Period 2 Monitoring Report and that it had been scrutinised by the Finance and Staffing Committee. The Headteacher noted that the current position presented a number of challenges but there was a plan to improve the budget position over the next two years. Governors discussed being pro-active to encourage student intake as this would support the school. The new housing developments were considered and governors agreed to discuss place planning at a future meeting.</p> <p><u>Community and Complaints</u> Governors noted the information provided within the report and acknowledged that there was a lot of community work taking place, particularly with the primary partners.</p> <p>The Headteacher thanked the Chair and the Governing Body for their work throughout the year. He said that they asked challenging questions but in a very supportive way. The Governing Body expressed their thanks to the whole staff team for their hard work and dedication during a challenging year.</p> <p>Questions and comments were invited. A governor asked for an update on the proposed industrial strike action. The Headteacher outlined the situation and explained that the school would only be open for Year 7. He said this was a cautious approach but had been agreed due to the impact of reduced staffing on safety procedures (e.g. fire evacuation).</p>	Agenda
4	<p>School Improvement Plan 2013/14 (<i>previously distributed</i>) Governor received the RAG (red, amber, green) and impact rated SIP for 2013/14. It was noted that the committees had scrutinised their sections during recent meetings. It was noted that some aspects of the 2013/14 SIP would be incorporated into the 2014/15 SIP.</p> <p>With reference to SP6a: <i>“Every half term we will communicate formally with parents, students and staff...”</i> it was noted that it had been rated Red. The Headteacher explained that due to the positive and varied communication with parents, it had been agreed that a formal, half termly correspondence was not necessary.</p> <p>Questions and comments were invited.</p> <p>With reference to SP5b: <i>“All statutory and other adopted school policies are up-to-date, reviewed annually, and amended where necessary”</i>, a governor challenged the impact rating of ‘two’ as the effectiveness of policies had not been fully reviewed. The Chair explained that in the context of the objective set there had been a positive impact and the next step in the process would be to review the implementation and effectiveness of the policies. Governors discussed how the implementation and effectiveness would be reviewed and it was noted that Link Governors took responsibility for some of the policies. Don Henson reported that as part of his link responsibilities he reviewed and monitored the Data Protection Policy and provided feedback to the relevant committee.</p>	

	<p>Further considering the link governor role, governors discussed that the link system had been developed to increase governor involvement in the SIP process. The Chair highlighted that a number of concerns had been raised regarding engagement with the SIP process and these had been recorded in Helen Thomas' Training Report (Item 11). The Chair asked governors to provide feedback regarding future engagement but noted that governors needed to maintain their strategic role and not carry out an operational role.</p> <p>In response to a question regarding governor involvement in the planning of the SIP, the Headteacher clarified that the Senior Leadership Team produced a draft and presented it to governors for consideration and feedback at the last summer term meeting every year. The Headteacher further explained that the SLT worked closely with staff to produce the SIP and a session had taken place allowing staff the freedom to comment on the draft section of the SIP and make further suggestions. The Headteacher acknowledged that it would have been positive to invite governors to this session and agreed to do this in the future. Scott Butterworth noted that the SIP development was taken forward through staff working groups and he suggested that governors could be involved in these groups.</p> <p>Governors discussed their involvement in the SIP process and it was noted that committee discussions fed into the draft SIP and the Executive Committee had produced a draft Governor Section of the SIP for consideration by the Full Governing Body. Some governors challenged this approach, asking for the opportunity to feed more fully into the SIP and have an explicit time for all governors to discuss the priorities before the last FGB of the year.</p> <p>A governor suggested that during the final link governor visits of the year, the links could discuss the priorities for the next year in relation to the SIP. Governors agreed that this was a good suggestion.</p>	<p>Action</p> <p>Action</p>
<p>5</p>	<p>School Improvement Plan 2014/15 including Governor Section <i>(previously distributed)</i> Governor received the SIP for 2014/15 and the Headteacher highlighted the following:</p> <p><u>SP1: Improve Teaching</u> There was increased capacity to support this priority and the school's Assistant Headteacher, John Bates, would be taking the lead with significant involvement from Assistant Headteacher Tania Andrie.</p> <p>With reference to objectives a and b, the Headteacher reported Tania had met with senior teachers at Archbishop Holgate's School and York High School to discuss the Newly Qualified Teacher (NQT) programme and the Recently Qualified Teacher (RQT) programme. Following these meetings the decision had been made to merge the programmes.</p> <p><u>SP2: Promote the highest levels of academic achievement</u> The Headteacher reported that this priority had the greatest number of objectives and would involve increased attention to Key Stage 3, particularly in Maths and English. Governors were made aware that the 2014/15 Year 9 cohort would be the first group to sit the new GCSEs, which awarded a number from 1 to 9 rather than an A* - G grade. There would be a number of staff meetings to consider the curriculum in light of this change (SP2g) and work would also be taking place with primary partners.</p> <p>With reference to SP2n the Headteacher explained that the new accountability measure was at least a grade C in both English and Maths. The school was currently at 70% for this measure and aimed to raise this to 80% for the 2016 cohort. Tim Gillbanks (Deputy Headteacher) would be taking the lead on this aspirational objective and the aim would be to achieve this through high quality first teaching and not a high number of interventions.</p> <p>It was noted that priorities 1 and 2 were closely linked, with SP1 focusing on the improvement of people and SP2 focusing on procedures.</p> <p><u>SP3: Encourage the broad personal development of students</u> Scott Butterworth would be leading this priority and governors noted that the Millthorpe Award would be a key element of the priority. The aim of the priority would be to develop all students and staff would need to provide opportunities to do this despite the focus on developing teaching and learning.</p> <p><u>SP4: Develop brilliant leadership</u> The Headteacher highlighted that performance management of teachers was based on the Teacher Standards, but there were no set standards for leaders. Tania Andrie would be developing Leadership</p>	

Standards for the school as part of this priority.

SP5: Improve our communications, both internal and external

Though communication was positive, the Headteacher explained that he wanted to develop it further. He highlighted that SP5d: “We will develop an effective public relations strategy for Millthorpe” would be an objective for governor involvement.

SP6: Engage with other institutions

The aim of this priority was to develop more formal collaborations and links, including links with York College regarding career paths.

As part of SP6e: “We will make links with other schools to improve our knowledge of progression from KS2 to KS5”, the Headteacher explained that he would like every teacher to make a teaching and learning link with another institution. It was noted that many secondary school teachers had not taught outside of the secondary setting since their initial training.

With reference to SP6f: “we will work to establish a Trust or Partnership Agreement with our partner primaries which can support work across the Cluster”, the Headteacher reported that work was taking place but not formally. The context of this priority was to ensure support and practical help when it was no longer available from the LA. This could be achieved by employing a Cluster Speech and Language Therapist or EAL Specialist (for example), using budget/funding from all cluster schools. Governors agreed that this was an interesting and possibly crucial way forward.

The Headteacher reported that Anna Cornhill and Richard Knowles (Headteacher at St Paul’s Primary) had developed a Continued Professional Development (CPD) programme with the current cluster funding. Anne Cornhill reported that she would be handing the chairmanship of the cluster over to the Headteacher as she felt it was a positive time to do this and would help to further develop the cluster.

SP7: Continue to improve governance

This priority had been drafted by the Executive Committee and a discussion would take place following the Headteacher’s report on the whole SIP.

SP8: Manage our finances successfully while continuing to support learning

The Headteacher reported that a sports facilities study was taking place and the Finance and Staffing Committee would discuss the study in detail as the school would be required to fund 10% of the overall cost.

Catering was currently bought in and was non-profit and non-cost incurring. SP8d highlighted that the contract would be ending in July 2015 and options would be considered throughout the year.

Questions and comments were invited relating the 2014/15 SIP.

With reference to the priority for improving communication, the Chair asked for Tim Moats thoughts as Link Governor for Communication.

Tim acknowledged that it was important to address communication needs positively and said that he was happy to get involved with this priority. However, Tim felt that the proposed committee allocation for this priority needed to be reconsidered under Item 6.

Suggestions were made to rephrase SP2a and SP5b to provide clarity of meaning.

With reference to SP5b, the Headteacher said that the school wanted students aspiring to university to aim for prestigious universities and for all students to aspire to university.

Concerns were raised that the SIP included objectives for academic achievement but did not specifically consider closing the gap for non-academic students. A rigorous discussion took place during which it was suggested that some of the objectives could be changed to focus on ‘positive next steps’, not just university. It was also suggested that there should be a specific objective focus on narrowing the gap between Pupil Premium and non-Pupil Premium students. Some governors expressed that the SIP was of strategic importance and governors needed to be accountable for the priorities.

In response to the concerns and suggestions, the Headteacher acknowledged that some students were less academic but the school still wanted the highest levels of academic achievement for all students. He

	<p>then explained that the more practical or implied courses (less exam based) were very expensive and the school had not been in a position to maintain this provision for the number of pupils who would access it. A governor commented that apprenticeships or creative arts could be a better option for some students but it was difficult to communicate the options in an objective without being discriminatory.</p> <p>Scott Butterworth explained that the SIP was focused on further improvement and only represented a small proportion of the work taking place in school. Other work included embedding initiatives as part of the day to day life of the school. It was noted that narrowing the gap between PP and non-PP students was part of the day to day work of the school and had been included in the school's three year plan; which had been produced following a request by governors. The Headteacher noted that targets within the three year plan were not incorporated in the one year SIP. He then noted that a lot of systems were in place to narrow the gap and these systems would not be changed. He shared his concern was that governors wanted procedures to be included in an <i>improvement</i> plan.</p> <p>Further considering narrowing the gap, it was noted that the governor link system specifically focused on this area, through scrutiny of Pupil Premium. With reference to the concerns regarding governor accountability for the SIP, a governor highlighted that the SIP was monitored and scrutinised within committee meetings.</p> <p>Following the discussions, it was agreed that narrowing the gap would continue to be closely examined by the Pupil Premium link governor in context of the three year plan. There would also be a formal standing item on the relevant committee agenda.</p> <p><u>SP7: Continue to improve governance</u></p> <p>The Chair reported that the draft governance improvement priority was reflective of the previous plan and included additional objectives including training. Questions and comments were invited.</p> <p>A suggestion was made and agreed to include reconstitution of the governing body as it was statutory to complete this by September 2015.</p> <p>A governor stated that she did not think the governance section was very aspirational in term of targets. It was discussed that the link governor system was already a strength of the governing body and it was agreed that the objectives could be considered further. The Chair asked governors to provide feedback.</p> <p>It was expressed by a governor that it would have been positive for all governors to have been involved in a round the table discussion prior to the full governing body meeting. It was agreed that this would be carried out before drafting the governance priority next year.</p>	<p>Agenda</p> <p>Action</p> <p>Action</p> <p>Action</p>
6	<p>Sub Committee Structure (<i>previously distributed</i>)</p> <p>Governors received the proposal to alter the governing body committee structure that had been circulated prior to the meeting.</p> <p>The proposal was to change the current committee structure to the following:</p> <ul style="list-style-type: none"> · Teaching and Learning Committee (T&L) · Achievement and Curriculum Committee (A&C) · Finance, Premises and Personnel Committee (FPP) · Executive Committee. <p>The Chair explained that the proposal was, in part, a response to the difficulties allocating the priorities of the School Improvement Plan to the current committee structure. During that process it had been obvious that there would be a high workload for the Quality and Curriculum Committee; hence the proposal to separate this committee into T&L and A&C. The Headteacher further explained that he felt the School and Community Committee had successfully achieved the original remit regarding the community and no longer needed to be a separate committee. Considering premises aspects, there had been thorough monitoring within the School and Community Committee and work on the premises was progressing in-line with the budget available. These aspects could be monitored alongside the budget within the FPP Committee.</p> <p>Questions and comments were invited. A rigorous discussion took place during which a number of concerns were raised:</p> <p>A governor asked why the committee structure was being reviewed when the governing body would need to reconstitute before September 2015. It was suggested that these reviews should have taken place at the</p>	

same time. The Headteacher answered that reconstitution would only look at the membership of the full governing body and was a way of ensuring that governors had the right skills to support the school. Reconstitution would not impact of the committee structure.

A governor challenged the pre-population of the membership and expressed that the full governing body should have been involved in a discussion prior to setting out the proposed changes and remit. The Headteacher acknowledged that the circulation of the potential remit of each committee and the committee membership could have been held back. However, producing the draft remit had been beneficial when considering the potential workload and focus of each committee.

Considering the opportunity to discuss the options prior to the FGB meeting, the Headteacher explained this was the first opportunity available. The consideration to change the committees had come from the work on the SIP and had been briefly discussed by the Executive Committee on 26th June. The proposal had then been put together as soon as possible after that meeting and before the FGB. Nicki Mitchell said that she had worked closely with the Headteacher on the proposal so that it could be presented to governors for consideration at the meeting.

Considering the workload of committees, governors acknowledged that there was a lot of business to discuss during committee meetings and overloaded agendas inhibited deeper discussion on key issues. A suggestion was made to clearly show on the agendas which items were for discussion and which were for information only. A governor further suggested that where papers are circulated in advance of a meeting, these should be taken as read and questions should be invited; there should not be a need to present the paper. Though there was general agreement for not presenting previously circulated papers, a view was expressed that a brief overview of some papers (e.g. data/finance documents) could be beneficial to new governors or governors 'in attendance' at the meeting.

Governors agreed in principle to the separation of the Quality and Curriculum Committee into T&L and A&C but suggested that an alternative could be to hold more meetings. During the discussion it was suggested that the business of committees could be partly directed by the link governor visit reports and also delivered by the link governors. It was felt by some that this would sharpen the conduct of the meetings and strongly identify governor involvement.

Considering the remit of the proposed Finance, Premises and Personnel Committee, a concern was raised that the remit was not clear and the committee could become unwieldy. Considering the established Finance and Staffing Committee, Tim Hooper (Chair of F&S) reported that the committee had held two additional meetings during the year and all of the meetings were driven by the budget and financial calendar. Tim noted that the number of meetings could not be reduced but there was an option to have shorter, more regular meetings as long as quorum could be guaranteed.

A suggestion was made to separate the remit of the proposed FPP Committee into two committees; a Finance and Premises Committee and a Development Committee. The Development Committee could also take on some of the remit of the Executive Committee (e.g. trusts, partnerships and communication). The Headteacher supported the suggestion and explained that some of the proposed Executive Committee focus for the coming year had been to ease workload in other committees. He acknowledged that it was not necessarily 'best fit'.

Further considering the Executive Committee, a number of concerns were raised regarding the remit of the committee, and some governor expressed they felt it was a 'super group'. A governor explained that the role of the Executive Committee should be to have an oversight of the work of the governing body and not make key decisions on behalf of the governing body. The members of the Executive Committee acknowledged the concerns raised and expressed that this was not the intention of the Committee. The Headteacher said that if governors felt the Executive Committee was a 'super group' this was a real concern. He explained that the Executive Committee was established to enable the Chair, Vice Chairs and Committee Chairs to maintain a strategic overview and have a key role in establishing the full governing body agendas.

In light of the discussions and the concerns raised it was agreed that an additional meeting would be held to discuss the proposal. To ensure scrutiny from the beginning of September and to support the work of the SLT over the summer, it was agreed that the meeting would take place on Tuesday 15th July at 6pm. Governors were asked to commit their thoughts to paper and circulate them to all members of the governing body prior to the meeting on 15th July. The Chair asked governors to consider the work load of the committees and the time commitments of governors and members of the SLT who report at meetings.

Action

	<p>The Clerk advised that if governors would be making a decision on the committee structure during the meeting on 15th July, this decision should be recorded and the meeting would need to be quorate. Alternatively, a formal proposal and recommendation could be made at the Full Governing Body meeting in the autumn term and the final decision recorded during that meeting. The Clerk agreed to inform all governors that a meeting would be taking place on 15th July.</p> <p><i>Anna Cornhill left the meeting at 8.15pm</i></p>	Action
*11	<p>Training Report</p> <p>The Chair passed on his thanks to Helen Thomas for her training report and acknowledged that it was a complex piece of work.</p> <p>Governors reviewed the recommendations within the report and a governor expressed that she felt there was a gap in teaching and learning. Helen explained that the recommendations had been based on the information she had received from governors via the questionnaire. The most common needs had been identified within the recommendations and there had not been a specific mention of teaching and learning.</p> <p>In response to a question it was explained that the LA's Governor Support and Development Service wanted to deliver cluster based training. The LA would provide the trainer but a school would host the session for the cluster. The Clerk explained that the GSDS wanted schools to direct the categories of training by identifying what they wanted. The service would then do its utmost to provide what was requested. In light of this, Helen Thomas and Bill Schofield offered to develop a training plan for the autumn term.</p> <p>With reference to recommendation 5.5: <i>"Identify a small (2-3) group of governors to work more closely with the SLT on the creation / development of the SIP"</i>, the Headteacher expressed that this preferred method of involvement was for governors to join the staff SIP event. This would show governors how the staff ideas were co-ordinated.</p> <p>With reference to recommendation 5.6: <i>"Take forward the creation of an opportunity for governors who are interested to observe the classroom in action"</i>, the Headteacher explained that this was a sensitive area for staff but he would welcome governor visits to classrooms. Procedures would be put in place but the Headteacher said he would like to pilot the visits with a small number of governors first.</p>	Action
7	<p>Policies</p> <p>7.1) Pay Policy This policy would be reviewed in the Spring Term 2015.</p> <p>7.2) Collective Worship – proposal to remove Governors were informed that the Collective Worship Policy was no longer statutory but there remained a requirement to hold an act of daily worship in school. A proposal was made from the Quality and Curriculum Committee to remove the policy from the review schedule as it was not longer statutory.</p> <p>Governors discussed the requirement for a daily act of worship and considered whether the policy should remain in light of this. A concern was raised that collective worship was important for the school community and the policy should be in place to reflect this.</p> <p>The Headteacher acknowledged the comments and clarified that the school had weekly assemblies that covered a broad range of topics; thereby meeting the requirement for a daily form of collective worship. As the school was not a faith school, their collective worship was not commented on by Ofsted. It was noted that faith schools received a Section 22 inspection.</p> <p>The Headteacher noted that it would be appropriate and positive if governors visited assembly and received more information on the school's collective activities.</p> <ul style="list-style-type: none"> ▪ Following the discussions and clarifications, governors unanimously approved the removal of the Collective Worship Policy from the review schedule. 	<p>Agenda</p> <p>Action</p>
Items for Information		
8	<p>Committee Matters</p> <p>8.1) School and Community Committee</p> <p>Governors received the following items, which had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> · Minutes from the meeting held on 22nd May 	

Action Plan following the Meeting of the Full Governing Body on Wednesday 9th July 2014

	Action	Agenda	Person	Date
1.	Carry Forward: Circulate DBS forms to all parent and community governors	2.2	Lesley Buckley	September 2014
2.	Add Reconstitution of the Governing Body to Priority 7 of the 2014/15 SIP	5	Chair / Headteacher	1 st September 2014
3.	Provide feedback on Priority 7 of the 2014/15 SIP	5	All governors	asap
4.	E-mail thoughts on the proposed Committee Structure to all governors	6	All governors	Before 15 th July 2014
5.	E-mail all governors to inform them of the meeting on 15 th July	6	Clerk	10 th July 2014
6.	Produce a governor training plan	11	Helen Thomas and Bill Schofield	September 2014
7.	Circulate the Chair's End of Year Report	9	Chair	September 2014
8.	Circulate the school's Ofsted presentation made to Councillors	10	Headteacher	22 nd July 2014
9.	Check meeting dates against school calendar and circulate to all governors	16	Headteacher and Clerk	asap
	Ongoing or Future Actions			
	Invite governors to the SIP session with Staff and involve governors in the working groups			
	Hold earlier discussion with all governor before drafting the governance section of the SIP			
	Governors to visit assemblies and receive more information on the school's collective worship/activities			

Future Agenda Items

- Behaviour and Attendance Report – Autumn Term
- Housing Development impact and place planning – Autumn Term
- Pay Policy – Spring Term

Committee Agendas

- Analysis of Early Entry Exams
- Pupil Premium – Standing Item